

Learning Aid: Education and Training Career Exploration Kit

Recommended Lesson: *Lesson 4: Administration and Administrative Support Services Careers*

Required Materials:

- *Administration and Administrative Support Careers* slide presentation (printed out)
- *A Day in the Life of an Administrator or Administrative Assistant* (student workbook, page 23)
- *Markers*
- *Why Do They Matter?* (student workbook, page 25)

Steps:

FOCUS:

1. Read over the *Administration and Administrative Support Careers* slide presentation, taking notes on parts you find interesting. Pay attention to what a typical day in the life is like, especially job duties.

LEARN:

1. Using what you have learned from the available jobs in this career area, create a comic strip that combines information about an administration or administrative assistant career of your choice.
2. Create your comic strip using the *A Day in the Life of an Administrator or Administrative Assistant* worksheet.
3. Post your comic strips in a public place around this station.

REVIEW:

1. Review the careers observed throughout the slide presentation and comic strips at the station that are posted.
2. Use the *Why Do They Matter?* worksheet. In the space provided, write at least five sentences about the benefits or advantages to students and other staff members because of administration and administrative support careers.